



JOE BARNHART BEE COUNTY LIBRARY

110 West Corpus Christi St.

Beeville, Texas 78102

Tel (361) 362-4901 · Fax (361) 358-8694

www.bclib.org

CIRCULATION MANAGER

Hourly: \$15.00

Location: Joe Barnhart Bee County Library, Beeville, TX 78102

Job Type: Full-time--Includes Nights and Saturdays as assigned

Listing Closes: Open until Filled

Website: <https://www.bclib.org/>

Position Description: Under the general supervision of the Library Director, this position provides high-level customer service in daily library operations. The Circulation Manager assists patrons, uses the automated circulation system, and supports opening and closing procedures. Duties include operating the POS system for payments, shelving materials, maintaining public areas, preparing reports, and assisting with programs and services. The position may also provide support at the reference desk as needed.

Essential Duties and Responsibilities

The following duties are representative of the position; other duties may be assigned:

- Provides customer service to the general public, and other work-related contacts, whether in person, by phone, or through online platforms.
- Assists at the circulation desk with checking out, renewing, reserving, and processing returns of library materials using the automated circulation system.
- Collects overdue fines and charges, processes payments using the POS (point-of-sale) or credit card system, accepts donations, and issues receipts as needed.
- Maintains and updates customer records in the Apollo Integrated Library System (ILS).
- Shelves books and other materials; assists with shifting, collection maintenance projects, and inventory of materials.
- Assists in creating bulletin boards, newsletters, bookmarks, and other promotional materials.
- Send damaged books, audiovisual items, and other damaged materials to Tech Services.
- Supports and assists with training volunteers as needed.
- Performs light custodial duties to maintain a clean, safe, and welcoming environment for visitors.
- Manages the Dougherty Multipurpose Room schedule and ensures the space is set up as required; coordinates with general library staff for setup assistance to promote safety.
- Maintains regular attendance and punctuality and adheres to library dress code standards.

Knowledge, Skills, and Abilities

- Knowledge of methods, practices, and terminology used in library services.
- Knowledge of general information about city programs and facilities.
- Skilled in office procedures, interpersonal communication, and telephone etiquette.
- Skilled in communicating effectively with both adults and children.
- Skilled in resolving problems and handling situations requiring sound judgment.
- Ability to handle cash transactions accurately, including making change and reconciling a cash drawer.
- Ability to maintain discretion and confidentiality regarding patron account information.
- Ability to establish and maintain positive relationships with community organizations, schools, staff, and library patrons.
- Bilingual (Spanish) skills are preferred, but not required.

Minimum qualifications:

Education, Training, Experience, Specific Licenses or Certifications:
High school education and experience in working with the public.

To Apply:

Please Contact: Library Director Rosie Amaya. **Please submit:** cover letter, resume, and three professional references along with application available at <https://www.bclib.org/>. Submission may be emailed to director@bclib.org or mailed to Attn: Library Director, Joe Barnhart Bee County Library, 110 W. Corpus Christi St, Beeville Texas 78102.

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